

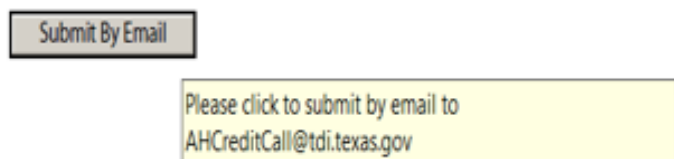
## SURVEY DATA SUBMISSION TECHNICAL INSTRUCTIONS

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Please submit the information for the data call using the LAH001 interactive PDF form. The form is available on the TDI website at: <http://www.tdi.texas.gov/forms/lhlifehealth/lah001.pdf>.

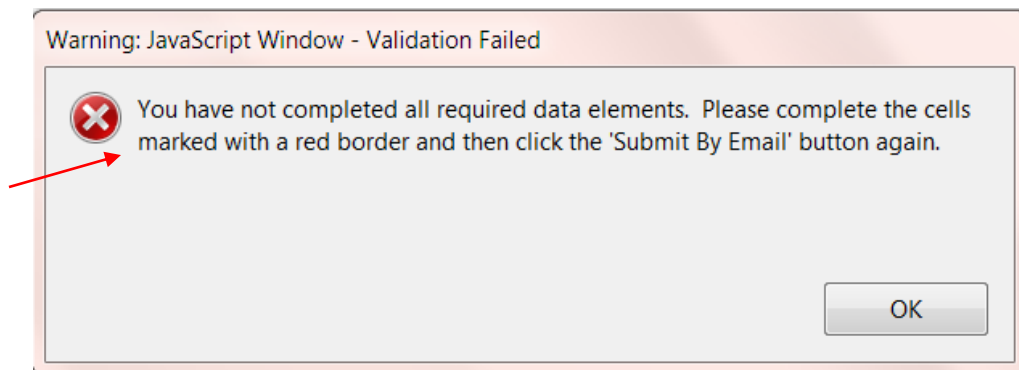
The form contains required fillable fields (data elements) that must be completed on-screen using Adobe Reader 9.0 (or higher) to ensure proper form functionality. It is strongly recommended that the form be downloaded to the user's computer desktop to be completed. Attempting to complete the form while it is open in a browser might cause problems.

When completed, click the **"Submit by Email"** button located at the bottom of the form.



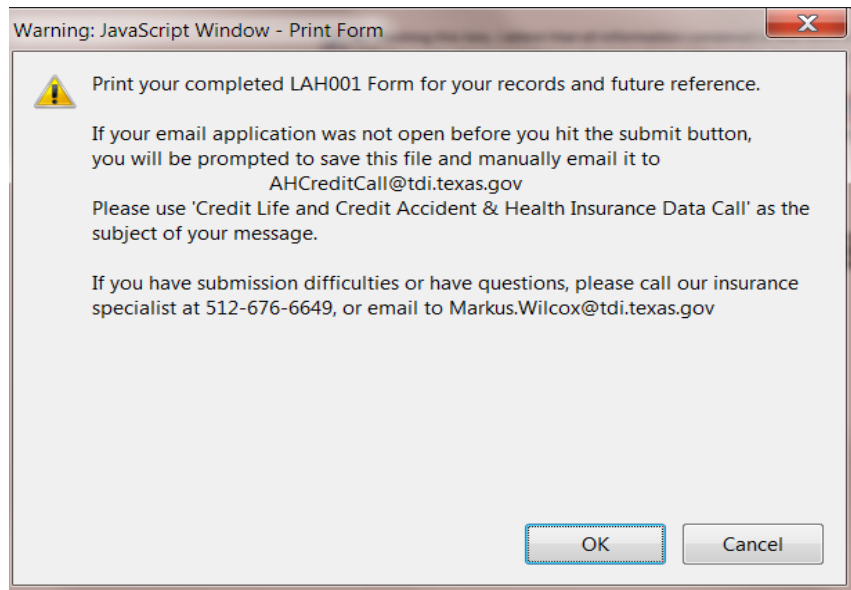
If validation errors are present they must be addressed before the form can be submitted. Follow all of the instructions listed within the validation rule pop-ups titled **"Warning: JavaScript Window,"** to clear all validation errors, and warnings.

Below is an example of a **"Validation Failed"** error.



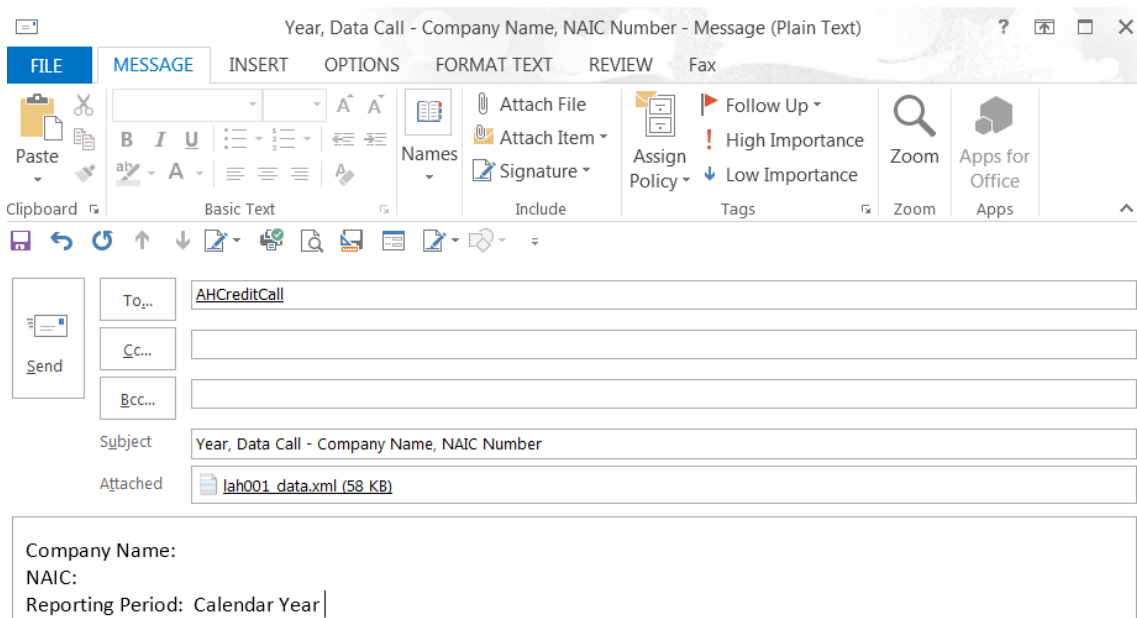
When all of the validation errors have been cleared, click the **"Submit by Email"** button again.

If no validation errors exist the validation pop-up box titled **“Warning: JavaScript Window – Print Form,”** will appear, as shown in the screen below. Prior to submitting your data electronically, ensure that your email application is open, and click **“OK.”**



### Desktop Email Application

A new email message with an XML file attachment should appear. Address the message to [AHCreditCall@tdi.texas.gov](mailto:AHCreditCall@tdi.texas.gov), and enter “2016 Credit Life and Credit Accident and Health Data Call” as the subject of the message followed by the NAIC number.

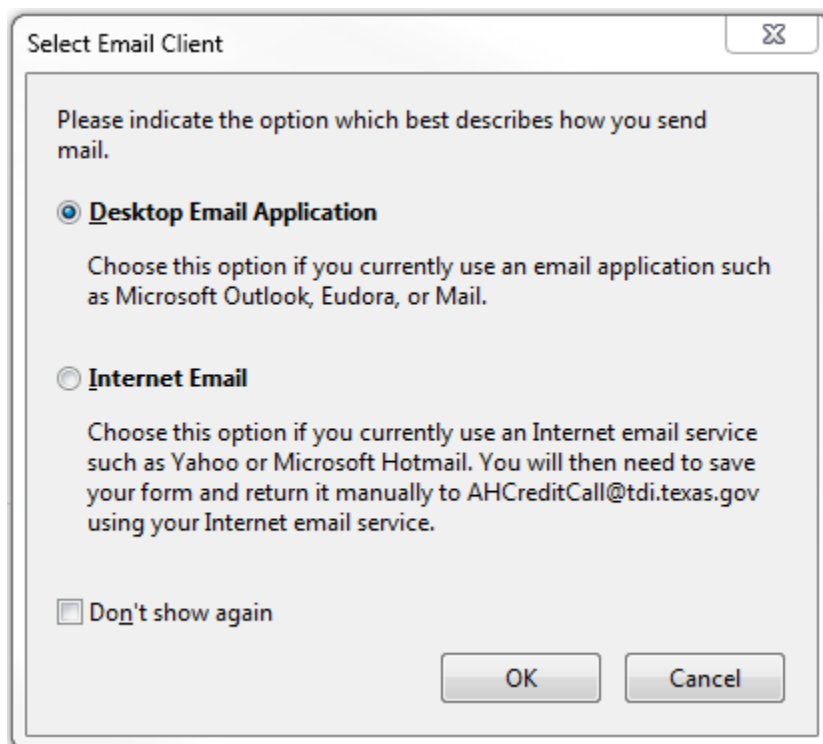


### Internet-based Email Application (Gmail, Hotmail, etc.)

Click "Submit by Email" at the end of the form and the Select Email Client dialog box will appear. Select "Internet Email" and click "OK." Follow the webmail instructions. Address the message to [AHCreditCall@tdi.texas.gov](mailto:AHCreditCall@tdi.texas.gov), and enter "2016 Credit Life and Credit Accident and Health Data Call" as the subject of the message followed by the NAIC number. Include the issuer's name in the body of the message.

As previously stated, form LHL001 will not be able to be submitted if all of the required fields have not been completed. If an issuer clicks on "Submit by Email" and a required field is blank, an error message will display and a red border will appear around the fields that require completion. Once all of the fields are completed, click "Submit by Email" to submit the data.

TDI will only accept surveys returned in XML format as described above to ensure that the data is complete and processed correctly. TDI will not accept any survey returned in a different format, including scanned PDF files.

A screenshot of a Windows-style dialog box titled "Select Email Client". The dialog has a close button (X) in the top right corner. The main text reads: "Please indicate the option which best describes how you send mail." There are two radio button options. The first is "Desktop Email Application", which is selected (indicated by a filled circle). Below it, the text says: "Choose this option if you currently use an email application such as Microsoft Outlook, Eudora, or Mail." The second option is "Internet Email", which is unselected (indicated by an empty circle). Below it, the text says: "Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail. You will then need to save your form and return it manually to [AHCreditCall@tdi.texas.gov](mailto:AHCreditCall@tdi.texas.gov) using your Internet email service." At the bottom left, there is a checkbox labeled "Don't show again" which is currently unchecked. At the bottom right, there are two buttons: "OK" and "Cancel".

An email with the XML attachment will appear, verify the information within the email is correct, and click "Send."

If you have other questions about the data call or form, please send your questions via email to:

[AHCreditCall@tdi.texas.gov](mailto:AHCreditCall@tdi.texas.gov).